

## Required Child Information

You need to keep a file for each child in care. Each file should include, at a minimum:

Identifying information:

- Child's name,
- Birth date,
- Parent or guardian's name,
- Address,
- Telephone numbers, and
- Special needs of the child.



Emergency information:

- Where parent or guardian can be reached,
- A doctor's name and telephone number,
- Name and telephone number of another adult in case of an emergency, and
- Sign a medical statement that allows medical treatment.



Health and safety information:

- A signed list of people who can pick up the child.
- A recent physical examination report including immunization information signed by a doctor or someone in his or her office.

## How do I apply?

If you want to become a Nonregistered Child Care Home Provider, you will need to fill out:

- Form 470-2890, *Payment Application for Nonregistered Providers*, and
- Form 470-3871, *Child Care Assistance Provider Agreement*.

Sign both forms and return them to your local Department of Human Services (DHS) office.

Anyone living in your home who is 14 years old or older must pass child abuse and criminal background checks.

You must meet the requirements listed in this brochure in order to get paid for your services from the Child Care Assistance program.

## Statement on Nondiscrimination

It is the policy of the Iowa Department of Human Services (DHS) to provide equal treatment in employment and provision of services to applicants, employees and clients without regard to race, color, national origin, sex, religion, age, disability, political belief or veteran status.

If you feel DHS has discriminated against or harassed you, you can send a letter of complaint to:

Iowa Department of Human Services,  
Administrator, Diversity Program Unit, 1305  
E. Walnut, Des Moines IA 50319-0114;  
phone (800) 972-2017; fax (515) 281-4243.



Iowa  
Department of  
Human Services

# Minimum Health and Safety Requirements



**For Nonregistered  
Child Care Home Providers**

## Nonregistered Child Care Home Provider Requirements

If you want to be a Nonregistered Child Care Home Provider, you will need to meet the following:

- Care for 5 or less children.
- Be 18 years of age or older.
- Have a valid first-aid and cardiopulmonary resuscitation (CPR) certificate or a first-aid certificate, which includes rescue breathing.
- Have no criminal or child abuse history, unless DHS has evaluated the crime or child abuse incident and decided it is not a danger to children in care.



You will also need to:

- Watch and supervise the children in your care at all times.
- Regularly exchange information with the parent or guardian of each child.
- Give consistent and dependable care.
- Be able to handle emergencies.
- Have a good substitute available if there is an emergency.
- Give prior notice to parents if you plan to be absent.
- Allow unlimited access to the children when you are caring for them, unless a court order is in place that prohibits it.



## Health and Safety Requirements

Your child care home must be clean, safe and free of hazards. You will need to:

- Have a working telephone with emergency numbers posted next to it. A pay phone or cell phone cannot be used as your primary phone.
- Lock all medicines and cleaners up so children cannot get into them.
- Give medications only with the parent, guardian or doctor's written permission.
- Post emergency plans in case of a fire or tornado.
- Practice fire and tornado drills once a month. You must also keep a record of the drills.
- Have first aid supplies on hand.
- Keep materials that may catch on fire away from furnaces, stoves and water heaters.
- Put up safety barriers around any heating stove or heating element to prevent burns.
- Use safety gates at stairways and doors, as needed.
- Have a safe, outdoor play area that is in good condition. Play area must be fenced off if your home is on a busy road or near a hazard that may be dangerous to children.



- Make sure electrical wiring is kept up to date, all empty outlets are safety capped and electrical cords are used correctly. Do not run electrical cords under rugs, over hooks, through door openings, or other ways that may be dangerous.
- If you use your own water supply, it must be tested to show that it is healthy for children. If you care for children under the age of 2, this test should include a nitrate analysis.
- Smoking and the use of tobacco products is prohibited in the home, in the outdoor play area, and in any vehicle in which children receiving care in the home are transported.
- Post nonsmoking signs at every entrance of the child care home and in every car used to transport the children. All signs shall include the telephone number for reporting complaints (1-800-944-2247) and the Internet address for the Department of Public Health (<http://www.iowaSmokeFreeAir.gov>). Sample no smoking signs can be found at the Department of Public Health's website.

